



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur.

Ref.: VU/R/C0405/2025

Dated : 11.11.2025

REMINDER

To
The Head of all Administrative Departments
Vidyasagar University,
Midnapore.

Sub: *Supply of information required for preparation of Annual Report of Vidyasagar University for the year 2024-2025 (July, 2024 to June, 2025).*

Dear Sir / Madam,

In continuation to the letter bearing No. VU/R/C0376/2025 dated 23.09.2025 and subsequent reminder letter bearing No. VU/R/C0387/2025 dated 16.10.2025 issued by this office earlier pertaining to furnishing the required information of your department/section/office relating to preparation of the Annual Report of Vidyasagar University for the year 2024-2025, kindly send the same through the google form link : <https://forms.gle/dZtTGdbMbHwyPxG7> within seven (07) days from the date of receipt of this letter positively if you have not sent the required information within the due course of time. Please ignore this letter if you have already sent the required information to us. It is to be noted that if such information is not received within the stipulated period, then the information may not be included in the said annual report.

Please treat the matter as **MOST URGENT & FINAL REMINDER.**

This letter is issued with the approval of the competent authority.

With regards,

Yours sincerely,



(Dr. J. K. Nandi)

Registrar.
Registrar

VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.